**Meeting Minutes 1/16/2015**

* Met with customer Jim Stephens and Representatives from Siemens
* Talked about the motion sensor zone plan we developed as a team
  + Went over lighting sensors to dim lights near windows during the day
  + Discussed general electric plan of Dirac, going over HVAC system as well
  + 2nd floor already has zoning controller, can use to establish motion sensor zones
    - Also sets on-off schedule for lights in building
  + All lights 25 Watt 4ft Fluorescent bulbs
  + Discussed putting in MMI
  + Should talk to library staff for two reasons
    - Conducting a study of zone motion-sensor lighting
    - Talk about getting data for entries and exits of students, do not need names (unlikely to happen)
  + Better to fail off than fail on – when in doubt keep lights on
* Made plans to exchange photo information and suggested zones with Siemens
* We will leave the 4th floor alone – lights already mostly left off, restricted access
* Made plans to perform a population study to test cost feasibility for how many sensors we should have
  + Can estimate lighting info from first and second floor
    - 3rd floor can be estimated from 2nd floor
* Discussed installation of CO2 sensors in return ducts to determine ac fan speed pulling in outside air